



## SPECIAL USE / SPECIAL EVENT APPLICATION

Date of Application: \_\_\_\_\_

### Park Shelter Requested (Check One):

- Smithville Lake Sailboat Cove Area: #0 ☐  
Smithville Lake Little Platte Area: #1 ☐ #2 ☐  
Smithville Lake Crows Creek Area: #3 ☐ #4 ☐ #5 ☐ #6 ☐ #7 ☐ #8 ☐ #9 ☐  
Tryst Falls Park: #10 ☐ #11 ☐ #12 ☐ #13 ☐  
Rocky Hollow Park: #14 ☐  
Claybrook Site: #20 ☐

### Park Area Requested:

Trail Section (specify) \_\_\_\_\_  
Campground (specify) \_\_\_\_\_  
Other (specify) \_\_\_\_\_

### Type of Event (Check one):

- ☐ Walk/Run/Triathlon ☐ Concert ☐ Benefit ☐ Exhibit ☐ Reunion ☐ Program ☐ Wedding  
☐ Picnic ☐ Trail Ride \_\_\_\_\_ No. of riders ☐ Other (please describe) \_\_\_\_\_

All equine shall be accompanied with a current negative test for equine infectious anemia (Coggins) or, if out of state, a current health certificate.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Set Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_  
(All park areas close one hour after sunset)

### Description/Details of the Event:

---

---

---

Name of person responsible for this event: (printed) \_\_\_\_\_

This person must sign application and will be liable if any issues arise.

Address \_\_\_\_\_

Street address

City

State

Zip

**Will the responsible party be present for the duration of the event?** Yes No (provide alternate contact information)

**Organization's Name** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Is this a non-profit organization?** No Yes (attach documentation)

**Phone Number** \_\_\_\_\_ **Cell Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Estimated attendance:** \_\_\_\_\_ **Estimated parking spaces required:** \_\_\_\_\_

Limited seating & parking are available at each site - additional tables and chairs responsibility of applicant. Applicant may be required to provide additional portable toilets as well as providing a shuttle to event from off-site parking, another plan or transportation to the event.

**Will money be collected onsite?** No Yes (purpose) \_\_\_\_\_

**Will there be food, beverage or merchandise vendors?** No Yes \_\_\_\_\_

Supply vendor information - Vendors may be required to obtain a Clay County Health Certificate, provide food handling permits, obtain insurance or provide a copy of their license to operate.

**Will entertainment be provided?** No Yes (specify) \_\_\_\_\_

Applicant may be required to obtain a certificate of liability insurance.

**Will tents/canopies be utilized?** No Yes (specify number & size) \_\_\_\_\_

The applicant will provide the name of the tent company they are using and times the tents will be erected and removed.

**Is this a public or private event?** (Circle one) Public Private

**Will this event be advertised or publicized?** No Yes (specify) \_\_\_\_\_

All promotional materials must be approved prior to distribution.

**Are park road closures or traffic management requested?** No Yes (specify) \_\_\_\_\_

Coordination with the Park Rangers required. Additional fees may apply.

**On-site security or Park Rangers requested?** No Yes (specify) \_\_\_\_\_

Coordination with the Park Rangers required. Additional fees may apply.

**Will alcohol be served?** No Yes (specify) \_\_\_\_\_

Most areas of the park allow bottled or canned alcoholic beverages. Kegs are not permitted. No underage drinking allowed. No alcohol is allowed at beach facilities and associated parking lots.

**Will there be amplified music?** No Yes (specify) \_\_\_\_\_

Quiet hours begin at 10:00pm and are strictly enforced in all areas.

**Will there be decorations, signs or banners?** No Yes (specify) \_\_\_\_\_

All signs and banners must be removed at end of event. No staples, nails, screws or fasteners allowed.

**Will there be caterers for the event?** No Yes (specify) \_\_\_\_\_

Caterers will be charged an entry fee into the park.

#### **Normal Park Hours**

April 1 through October 31: 8:30 am to 1 hour after sunset at Smithville Lake, Claybrook, Tryst Falls and Rocky Hollow

Shelter Reservations: 10:00 am to 1 hour after sunset

November 1 through March 31: 8:30 am to 6:30 pm at Smithville Lake

8:30 am to 4:30 pm at Claybrook, Tryst Falls and Rocky Hollow

Shelter Reservations: 10:00 am to closing

#### **General information, rules and regulations**

- All vehicles and boats entering the Smithville Lake entrances are charged an entrance fee. Please inform your guests in advance. You may also pre-purchase passes for your guests if arrangements are made prior to the event date – pre-purchase not available during day of the event. There will be no refunds for unused passes.
- There will be no refunds or rain dates made due to inclement weather.
- The shelters are cleaned and trash emptied the morning of the event. Turf areas are maintained according to park standards and schedule. Various factors may influence the mowing schedule, but every effort will be made to have your area looking as nice as possible.

- We do not perform any type of insect control. Park staff will remove any visible wasp nests and bee hives. The event sites are all outdoors and insects should be expected.
- All park areas should be left in the same state as they were found. A limited number of trash receptacles are provided in each area. Please do not litter. Damages to park facilities may result in additional fees.
- Only the immediate area of the shelter is available for reservation. Playgrounds, restrooms and trails are all public areas and may not be closed.
- A limited number of areas have electrical service. Shelter fees are based on the amenities provided. Generators may be used as long as they are shut off when quiet hours begin. Overloaded circuit breakers will not be re-set.
- Parking is allowed only at designated parking areas. Vehicles may load and unload at the shelters, but must park in the parking lots nearby. Special requests should be made for handicap individuals in the group.
- The signature on this document indicates that the applicant agrees to be bound and to abide by the park rules and regulations and all applicable ordinances governing Clay County park facilities.
- The applicant agrees to obtain and show proof of liability insurance (\$2,000,000 aggregate) if determined to be necessary by Clay County. Such insurance shall include Clay County Department of Parks and the U.S. Army Corps of Engineers as an additionally insured party.
- All equine shall be accompanied by either a current original or a copy of a current official negative test for equine infectious anemia (Coggins) or, if out of state, a current health certificate.
- The applicant further agrees that the Clay County Commission shall have the authority to revoke a Special Use Permit upon the finding of violation of any park rules or ordinances of law or upon good cause shown.
- The applicant hereby agrees that, if the Special Use Permit is granted, it shall be granted only for the event as specifically detailed within the permit application. Any alteration or deviance from the event as described shall result in immediate termination of the Special Use Permit and the closing of the facility to the applicant.
- The applicant hereby acknowledges and agrees that the Clay County Commission and the Clay County Administrator or his designee may terminate any special event granted under this permit process or may in any way restrict the usage of park facilities when said permit or usage is resulting in violations of the standards for issuance which were not originally anticipated in the application review process. Applicant agrees that in this situation, no monetary responsibility will be born or accepted by Clay County for initiating this clause.
- Applicant agrees to apply for and obtain any other permits or licenses necessary for the special use as described within this permit.
- Applicant agrees to furnish the Clay County Department of Parks any additional information, which may be necessary to properly review this Special Use Permit.
- Applicant further agrees that this Special Use Permit does not represent a waiver of any park entry fees or other normal park operation procedures.
- It is the obligation and responsibility of the applicant to meet the legal conditions set forth in this contract of permit, upholding all sections of this permit and authorizing the legally binding nature of this permit through the applicant's signature.
- Applicant agrees that no specific rights to concession privileges are granted or implied under the terms of this permit.

---

Signature of responsible party

---

Date

**Reviewed with concerns: No    Yes (please list)**

---

**Facilities**

**Reviewed with concerns: No    Yes (please list)**

---

**Chief Park Ranger**

**Reviewed with concerns: No    Yes (please list)**

---

**Tourism Manager**

**Approved    Denied**